

CHAPTER 4

Flight Authorization, Planning, and Approval

4.1 FLIGHT AUTHORIZATION

4.1.1 Authority. Naval aircraft shall not be flown by any person unless authorized by the reporting custodian or other commander exercising operational control over the aircraft concerned. All flights shall be in the national interest with fleet readiness receiving the highest priority. Efficient utilization of aircraft and available funds is the responsibility of the reporting custodian.

4.1.2 Documentation. Authorization for a flight shall be documented by a published flight schedule or other similar directive signed by COs or their delegated authority. As a minimum, the document shall contain the following elements:

- a. Names and flight function of all flight personnel
- b. Designation of the pilot in command, mission commander, and/or formation leader as appropriate
- c. Chain of command for formation flights in the event of an abort by the designated flight leader
- d. Aircraft model assigned
- e. Total mission or requirement code
- f. Point of departure, destination, and en route stopover points
- g. Date and estimated time of departure (ETD)
- h. Estimated time en route (ETE) or estimated time of arrival (ETA).

Note

For missions such as strip alert, SAR alert, etc., the words as directed or to be assigned (TBA) may be entered for ETD and ETE/ETA.

4.1.3 Flightcrew Requirements. Prior to authorizing flight in naval aircraft, commanders shall ensure that the person designated as pilot in command is in all respects qualified for flight in model and that minimum flightcrew requirements are met.

4.2 MINIMUM FLIGHTCREW REQUIREMENTS

The minimum flightcrew requirements for naval aircraft are set forth in the applicable NATOPS manual for individual aircraft models. CNATRA may modify such requirements and the requirements set forth below as necessary for training purposes.

4.2.1 Aircraft Commander Requirement. An aircraft commander (paragraph 12.2.2.3) shall be designated for the following multipiloted aircraft missions:

- a. Operational/tactical missions
- b. Administrative missions in helicopters/tilt-rotors
- c. Training flights, except those that are within the capabilities of pilots of lower classification and which, in the opinion of the commanding officer, are best suited to teach such pilots self-reliance and command responsibility
- d. Flights in which the transport of passengers is involved.

4.2.2 Insufficient NATOPS Guidance. Where individual NATOPS manual guidance is lacking, the minimum flightcrew requirements for multipiloted aircraft are as follows:

- a. A pilot in command possessing a valid instrument rating designated in accordance with paragraph 3.5.

- b. A copilot qualified to perform all the assist functions required for the flight conditions and mission. If passengers are embarked, the copilot shall be qualified in model.
- c. Other flightcrew necessary for the safe conduct of the flight.

4.2.3 Helicopters Not Requiring a Copilot. For helicopters that are configured with either dual or single-flight controls but do not require a copilot, the minimum crew requirements will be specified in the appropriate NATOPS manual. If a lookout is required, the lookout will be capable of performing internal communication and all assist functions required for the mission. The designation of the pilot in command shall be pilot qualified in model (PQM).

4.2.4 Use of Lookouts. Use of a qualified lookout in lieu of a copilot for those aircraft specified in paragraph 4.2.3 shall be limited to flights conducted under VMC.

4.2.5 Rescue Helicopters Operating Over Water. Any naval helicopter that is assigned the primary mission to operate as a rescue vehicle over water shall have as a member of its crew one aircrewman who is completely outfitted for water entry as required in paragraph 8.2.1.2 and has completed an approved CNO/CMC rescue swimmers school.

Note

Where SAR/plane guard is briefed as a primary mission, or when it becomes the primary mission, the rescue air crewman shall be prepared for immediate water entry.

4.3 FLIGHT PLANNING

4.3.1 Preflight Planning. Before commencing a flight, the pilot in command shall be familiar with all available information appropriate to the intended operation. Such information should include but is not limited to available weather reports and forecasts, NOTAMs, fuel requirements, terminal instrument procedures (to include proper use of non-DOD approaches), alternatives available if the flight cannot be completed as planned, and any anticipated traffic delays. In addition, the pilot in command and mission

commander (when there is one designated) shall conduct a risk assessment prior to the flight.

4.4 AUTHORIZED AIRFIELDS

4.4.1 Aircraft Operations

4.4.1.1 General. The intent of this section is to encourage the use of military airfields by Navy and Marine Corps aircraft unless a requirement exists to use a civil airfield. Pilots shall not be cleared for airfields other than those listed in the DOD Flip En Route Supplement unless such flights are necessary for the accomplishment of a mission assigned by higher authority. The pilot in command is responsible for ensuring that airfield facilities, servicing, and security are adequate for the type of aircraft involved.

4.4.1.2 Exceptions. All naval aircraft operating in CONUS are prohibited from landing at or taking off from civil airfields listed in the DOD FLIP Enroute Supplement. Exceptions to this prohibition are as follows:

- a. Civil airfields on which military units operate aircraft.
- b. Flights requiring a weather alternate may use civil airfields when military airfields are not available.
- c. Flights that conduct official business at or near a civil airfield. Written orders are not required.
- d. Flights required for procurement, acceptance, modification, test, and delivery of aircraft. Ferry flights are included in this category to allow necessary flexibility to accomplish the ferry mission.
- e. Flights necessary for the accomplishment of a units mission, providing prior coordination has been effected with the civil airfield authorities and the TYCOM has granted waivers to permit the use of the airfield.
- f. Transport, turboprop training aircraft, patrol class aircraft, and helicopters.
- g. Civil airfields may be used for instrument-approach and low-approach training.

4.4.1.3 Closed Airfields. All naval aircraft are prohibited from taking off or landing at closed airfields except in the case of an emergency or under the following conditions. A takeoff and/or a landing may be conducted at a closed airfield when the tower and crash crew are unmanned with the authorization of the commanding officer of the airfield concerned and with the prior or concurrent approval of the aircrafts reporting custodian.

4.4.2 Helicopter, Tilt-Rotor, and VSTOL/ STOL Landing Areas. Helicopter, tilt-rotor, and VSTOL/ STOL aircraft are authorized to land at other than airfield locations (such as fields, highways, and parks), provided:

- a. A military requirement exists for such landing.
- b. Adequate safeguards are taken to permit safe landing and takeoff operations without hazard to people or property.
- c. There are no legal objections to landing at such nonairfield sites.

Note

COs are authorized to waive the provisions in items a through c when dispatched helicopters, tilt-rotor, or VSTOL/STOL aircraft is engaged in SAR operations.

4.4.3 Fuel Purchase. Aircraft fuel and oil are made available to military users through military, Government contract, and commercial sources. There is no economical justification for pilots to purchase fuel/oil from commercial sources. The cost of such fuel is considerably higher than that purchased from either military or contract sources. Navy and Marine Corps flight personnel are not authorized to purchase aircraft fuel/oil from other than military or contract sources except under the following circumstances:

- a. Flight is classified as official business.
- b. Flight is terminated as a result of a bona fide emergency.
- c. Flight terminates at alternate airport in lieu of filed destination.

- d. Flight is made by aircraft with limited range and purchase of aircraft fuel or oil from other than military or contract (Government) sources is necessary to complete the assigned mission.

4.4.4 Flight Plans

4.4.4.1 General. A flight plan appropriate for the intended operation shall be submitted to the local air traffic control facility for all flights of naval aircraft except the following:

- a. Flights of operational necessity.
- b. Student training flights under the cognizance of CNATRA conducted within authorized training areas. CNATRA shall institute measures to provide adequate flight following service.

4.4.4.2 Forwarding Flight Plans to ARTCC/ Flight Service Station (FSS). Delivery of a properly prepared flightplan form to duty personnel at an established base operations office at the point of departure assures that the appropriate ARTCC/FSS will be furnished with:

- a. Essential elements of the flight plan as initially approved
- b. A takeoff report.

4.4.4.3 No Communication Link. If no communication link exists between the point of departure and the ARTCC/FSS, the pilot may relay the flight plan to an appropriate FSS by commercial telephone. When unable to file in person or by telephone, the flight plan may be filed as soon as possible by radio after takeoff. Flight in controlled airspace in IMC without ATC clearance is prohibited. Filing by radio after takeoff is not permitted when it will involve unauthorized IMC flight. In any case, the pilot's responsibility is not fulfilled until a completed flight plan and passenger manifest have been deposited with the airport manager or other suitable person.

4.4.4.4 Direct User Access Terminal Service (DUAT). DUAT is not intended to provide flight-plan service to the military and, therefore, is not designed to format the flight notification messages mandated for the military user or for any aircraft filing to a military destination. DUAT shall not be used to file a flight plan to a military destination.

4.4.4.5 Flight Plan Forms. The forms listed below are used to submit flight plans in the circumstances indicated:

- a. The DD-175, military flight plan, completed in accordance with FLIP General Planning, is used for other than local flights originating from airfields in the United States at which a military operations department is located (see FAR 91.153 and 91.169 for mandatory items). A daily schedule containing an approved stereo (ARTCC computer stored)/canned flight plan code may be used in lieu of a DD-175 for other than local flights provided the point of departure is a military facility and the stereo/canned flight plan conforms to agreements with the parent ARTCC.
- b. A daily schedule or abbreviated single-copy DD-175 may be authorized by the approval authority for use when the flight will be conducted within the established local flying area and adjacent offshore operating/training areas provided that:
 - (1) Sufficient information relative to the flight is included to satisfy the needs of the local ATC/FSS facility that guards the flight.
 - (2) Facility operations maintain cognizance of each flight plan and are responsible for initiating any overdue action or issuing in-flight advisory messages as specified for handling point-to-point flight plan messages in accordance with FAA 7110.10. Termination of local flights at facilities other than the point of departure is authorized only in those cases where local flight plans may be closed out by direct station-to-station communication.
 - (3) Completed flight schedules are retained in operations files for 3 months.
 - (4) The flight shall not be conducted in IMC within controlled airspace except as jointly agreed to by the local naval command and the responsible air traffic control agency. When making such agreements, naval commands

shall ensure that they do not conflict with policies and directives established by CNO.

- (5) When an abbreviated DD-175 is utilized, items 1, 2, 3, 4, 6, 7, 9, 10, 11, 12, 20, 21, 24, and 25 of the flight plan (see FLIP general planning) shall be completed as a minimum. For VFR flights within the local flying area, the term "local" may be entered as route of flight (item 9). For day VFR and IFR flights that penetrate or operate within an ADIZ (unless an authorized exception, see FLIP (En Route) IFR Supplement), the estimated time and point of penetration(s) shall be entered in the remarks (item 12).
- c. An FAA flight plan, FAA 7233-1, may be filed in lieu of a DD-175 at airfields in the United States at which a military operations department is not located.
- d. An ICAO flight plan or military version thereof is used when applicable for flights conducted in international airspace in accordance with ICAO rules and procedures. For flights that originate in the United States and are conducted in accordance with ICAO rules and procedures, it is not intended that both an ICAO flight plan and DD-175 be submitted. Base operations shall specify the form desired in order that flight plan information may be passed to the appropriate ATC/FSS.
- e. The flight plan form specified by the local authorities shall be used for flights originating at points of departure outside the United States.

4.4.4.6 Shore-to-Ship and Ship-to-Shore Operations. For shore-to-ship and ship-to-shore operations, the following procedures apply:

- a. Prior to flight from a shore activity to a ship operating in offshore areas when a landing aboard the ship is intended, the pilot in command shall file a flight plan. For flights conducted in IMC, a DD-175 or daily flight schedule with approved stereo (ARTCC computer stored)/canned flight plan code shall be filed. Flights conducted under VFR may use an abbreviated DD-175 or daily schedule.

- b. Flight plans must be filed when flights originating from offshore operating areas will penetrate controlled airspace or terminate at shore activities. Ships shall relay flight plans to appropriate ATC facilities in a timely manner and pilots shall confirm their flight plans with an appropriate ATC facility ashore as soon as practicable.
- c. Timely handling of flight movement information for each shore/ship operation is essential.
- d. Flight suspense for SAR purposes becomes the responsibility of the destination activity after acknowledging receipt of a flight plan.
- e. Procedures for flights penetrating or operating within a coastal or domestic ADIZ or defense early warning identification zone (DEWIZ) are prescribed in FLIP (En Route) IFR Supplements.
- e. Weight and balance must remain within limits (see paragraph 4.6.6).
- f. A revised flight plan void time shall be filed with Flight Service when appropriate.
- g. The pilot shall close out the balance of the original flight plan if the flight is terminated at an intermediate base.

Note

Stopover flights outside of the United States are governed by the procedures contained in the appropriate area FLIP (planning) publication.

4.4.4.7 Stopover Flights Within the United States. NAs are authorized to utilize one DD-175 to plan flights involving en route stops, subject to compliance with the following procedures and limitations:

- a. The flight plan (DD-175) shall be prepared in accordance with the applicable instructions contained in the DOD FLIP (planning).
- b. NOTAM and weather briefing shall be obtained at point of origin for the entire route of flight. The weather information entered on the DD-175-1 shall clearly indicate the forecast weather (en route) for each leg of the flight, each destination, and each alternate (if required). Separate DD-175-1s may be utilized for each leg. Pilots shall periodically determine that the intended route of flight remains clear of aviation severe weather watch (WW) bulletins and that weather forecasts for each successive intermediate destination (and alternates when required) continue to satisfy the minimums established in paragraph 4.6.4 or 5.2 as applicable.
- c. No change shall be made in the pilot in command.
- d. A corrected manifest shall be left with a responsible person at each intermediate base at which a change of passengers or crew occurs (see paragraph 4.6.2).
- a. The flight has been properly authorized.
- b. Adequate flight planning data, including NOTAM service, was available for complete and accurate planning.
- c. The flight will be conducted in accordance with governing directives and adherence to criteria for fuel requirements and weather minimums.
- d. Each pilot in a formation flight has received the required weather briefing.
- e. The pilot in command/each pilot in a formation flight possesses a valid instrument rating if any portion of the flight is to be conducted under IMC or in positive control areas or positive control route segments.
- f. Passengers have been properly briefed and manifested.
- g. Proper weight and balance forms, if applicable, have been filed.

- h. The pilot in command acknowledges responsibility for the safe and orderly conduct of the flight.

4.4.5.2 Daily Flight Schedule. A signature by the reporting custodian or other appropriate authority on the daily flight schedule, when used in lieu of a flight plan form, signifies that preceding items a through h shall be assured prior to flight.

4.4.5.3 Flight Plan Approval. The pilots in command of a naval aircraft or formation leaders are authorized to approve the flight plan for their proposed flight or modification thereof.

4.5 FLIGHT PLAN MODIFICATION

Modification of a written flight plan shall be accomplished only with the concurrence of the pilot in command.

4.6 OTHER PREFLIGHT REQUIREMENTS

4.6.1 Call Sign Requirements. Call sign selection for cross-country flights shall be made in accordance with DOD FLIPs. It is strongly recommended that squadron modex (NJ213, DB214) be used in flight planning. If the use of tactical/squadron call signs is necessary, call signs shall be the approved JANAP 119 call sign for the unit concerned. Abbreviations or contractions of these call signs is not authorized.

4.6.2 Manifest Requirements. The pilot in command of a naval aircraft flight shall ensure that a copy of the manifest is on file with a responsible agency at the point of departure prior to takeoff. The manifest shall include an accurate list of personnel aboard the aircraft, showing names, serial numbers, grade and service if military, duty station, and status aboard the aircraft (passenger or crew). All persons aboard other than flight personnel are passengers and shall be manifested as such. When initial transmission of a flight plan by radio is permitted after takeoff in accordance with this instruction, depositing such a personnel list continues to be a mandatory pretakeoff requirement of the pilot in command of the flight. The pilot shall state the location of the required personnel list when filing by radio or telephone. Helicopter and tilt-rotor pilots engaged in SAR missions, lifting reconnaissance parties, patrols, and outposts during field problems are released from manifest responsibilities when there is no proper

agency available with whom a passenger manifest could be deposited.

4.6.3 Weather Briefing

4.6.3.1 General. Pilots are responsible for being thoroughly familiar with weather conditions for the area in which flight is contemplated. Where Naval Meteorology and Oceanography Command (NMOC) or United States Marine Corps Weather Services are locally available, a flight weather briefing shall be obtained from a qualified meteorological forecaster. Weather briefings may be obtained in person, by telephone, by facsimile, or by remote computer-based weather briefing system. If NMOC or USMC Services are not locally available, an FAA-approved weather briefing from either a Flight Service Station (FSS) or Direct User Access Terminal System (DUATS) may be substituted.

4.6.3.2 Flight Weather Briefing Form. Navy and Marine Corps Forecasters are required to provide flight weather briefings using either DD-175-1 forms, or VFR Certification Stamps when VFR flight is an acceptable alternative. A DD-175-1 flight weather briefing form shall be completed whenever an IFR flight plan is filed. The forecaster will complete the form for briefings conducted in person, by facsimile, or by remote computer-based weather briefing system. It is the pilot's responsibility to complete the form for briefings conducted by telephone. For a VFR flight using a DD-175 form, the following certification stamp on the flight plan may be used in lieu of a completed DD-175-1:

“BRIEFING VOID ____Z, FLIGHT AS
PLANNED CAN BE CONDUCTED UNDER
VISUAL FLIGHT RULES. VERBAL BRIEF-
ING GIVEN AND HAZARDS EXPLAINED.
FOLLOWING SIGMETS ARE KNOWN TO
BE CURRENTLY IN EFFECT ALONG
PLANNED ROUTE OF FLIGHT.”

(Signature of Forecaster)

Note

- Weather briefings may be conducted at any time prior to departure and all will include briefing number and void time. However, briefing-void time cannot exceed 2.5 hours past briefing time or ETD plus one-half hour. Briefings received more than 2.5 hours prior to takeoff will be void and require rebriefing prior to departure.
- If the intended VFR flight plan includes a mission (e.g., Olive Branch) or an airfield with VFR minimums higher than the basic VFR 1000-foot ceiling and 3-statute-mile visibility, it is the responsibility of the pilot to advise the weather briefer of the higher minimums.
- Pilots planning to fly canned or stereo routes shall consult their local forecast activity to verify acceptable weather conditions. Verification may be obtained in person, by telephone, by facsimile, or by remote computer-based weather briefing system.

4.6.3.3 Flight Weather Packet. A flight weather packet, including a Horizontal Weather Depiction (HWD) chart, may be requested where Navy and Marine Corps weather services are available. Pilots should normally allow a minimum of 2 hours for preparation of the packet. Items provided in the flight weather packet are listed in NAVMETOCCOMINST 3140.14.

4.6.4 Weather Criteria for Filing. Flight plans shall be filed based on all the following:

- a. The actual weather at the point of departure at the time of clearance
- b. The existing and forecast weather for the entire route of flight
- c. Destination and alternate forecasts for a period 1 hour before ETA until 1 hour after ETA.

4.6.4.1 VFR Flight Plans. The pilot in command shall ascertain that actual and forecast weather meets the criteria specified in paragraph 5.2.4 prior to filing a VFR flight plan.

4.6.4.2 IFR Flight Plans. Regardless of weather, IFR flight plans shall be filed and flown whenever practicable as a means of reducing midair collision potential. In any case, forecast meteorological conditions must meet the weather minimum criteria shown in Figure 4-1 for filing IFR flight plans and shall be based on the pilot's best judgment as to the runway that will be in use upon arrival. IFR flight plans may be filed for destination at which the forecasted weather is below the appropriate minimums provided a suitable alternate airfield is forecast to have at least 3,000-foot ceiling and 3-statute-mile visibility during the period 1 hour before ETA until 1 hour after ETA.

4.6.4.3 Alternate Airfield. An alternate airfield is required when the weather at the destination is forecast to be less than 3,000-foot ceiling and 3-statute-mile visibility during the period 1 hour before ETA until 1 hour after ETA.

Note

If an alternate airfield is required, it must have a published approach compatible with installed operable aircraft navigation equipment that can be flown without the use of two-way radio communication whenever either one of the following conditions is met:

- a. The destination lacks the above described approach.
- b. The forecasted weather at the alternate is below 3,000-foot ceiling and 3-statute-mile visibility during the period 1 hour before ETA until 1 hour after ETA.

4.6.4.4 Icing and Thunderstorm Conditions. Flights shall be planned to circumvent areas of forecast atmospheric icing and thunderstorm conditions whenever practicable.

DESTINATION WEATHER ETA plus and minus 1 hour	ALTERNATE WEATHER ETA plus and minus 1 hour		
0 — 0 up to but not including Published minimums	NON- PRECISION	PRECISION	
Published minimums up to but not including 3,000 — 3 (single-piloted absolute minimums 200 — 1/2)		ILS	PAR
	*Published minimums plus 300–1	Published minimums plus 200–1/2	*Published minimums plus 200–1/2
3,000 — 3 or better	No alternate required		
*In the case of single-piloted or other aircraft with only one operable UHF/VHF transceiver, radar approach minimums may not be used as the basis for selection of an alternate airfield.			

Figure 4-1. IFR Filing Criteria

4.6.4.5 Severe Weather Watch Bulletins. The National Weather Service Storm Prediction Center issues unscheduled Weather Watch (WW) bulletins as graphical advisories for the Continental United States whenever a high probability exists for severe weather. The Air Force also issues scheduled Military Weather Advisories (MWA) in graphical form for the same geographic areas. Both provide estimates of the potential for convective activity for a specific time period, will be provided to pilots or certified crewmembers upon request, and are included with all briefings. An Air Force MWA does not constitute a Storm Prediction Center WW. Except for operational necessity, emergencies, and flights involving all-weather research projects or weather reconnaissance, pilots shall not file into or through areas for which the Storm Prediction Center has issued a WW unless one of the following exceptions apply:

- a. Storm development has not progressed as forecast for the planned route. In such situations:
 - (1) VFR filing is permitted if existing and forecast weather for the planned route permits such flights.
 - (2) IFR flight may be permitted if aircraft radar is installed and operative, thus permitting detection and avoidance of isolated thunderstorms.
 - (3) IFR flight is permissible in positive control areas if VMC can be maintained, thus enabling aircraft to detect and avoid isolated thunderstorms.

- b. Performance characteristics of the aircraft permit an en route flight altitude above existing or developing severe storms.

Note

It is not the intent to restrict flights within areas encompassed by or adjacent to a WW area unless storms have actually developed as forecast.

4.6.5 Minimum Fuel Requirements

4.6.5.1 Fuel Planning. All aircraft shall carry sufficient usable fuel, considering all meteorological factors and mission requirements as computed below:

- a. If alternate is not required, fuel to fly from takeoff to destination airfield, plus a reserve of 10 percent of planned fuel requirements.
- b. If alternate is required, fuel to fly from takeoff to the approach fix serving destination and thence to an alternate airfield, plus a reserve of 10 percent of planned fuel requirements.
- c. In no case shall the planned fuel reserve after final landing at destination or alternate airfield, if one is required, be less than that needed for 20 minutes of flight, computed as follows:
 - (1) Reciprocating engine-driven aircraft. Compute fuel consumption based on maximum endurance operation at normal cruise altitudes.
 - (2) Turbine-powered fixed-wing/tilt-rotor aircraft. Compute fuel consumption based on maximum endurance operation at 10,000 feet.

- (3) Turbine-powered helicopters. Compute fuel consumption based on operation at planned flight altitude.

- d. Minimum fuel reserve requirements for specific model aircraft shall be contained in the appropriate NATOPS manual.

4.6.5.2 In-Flight Refueling. Aircraft shall carry sufficient usable fuel to fly from takeoff point to air refueling control point(s) (ARCP), thence to a suitable recovery field in the event of an unsuccessful refueling attempt. In no case shall the fuel reserve at rendezvous point be less than 10 percent. For multiple in-flight refuelings, the aircraft must have the required reserve at each rendezvous point. After the last in-flight refueling is completed, the fuel reserve required for the remainder of the flight shall be in accordance with paragraph 4.6.5.1.

4.6.5.3 Delays. Any known or expected traffic delays shall be considered time en route when computing fuel reserves. If route or altitude assigned by air traffic control causes or will cause planned fuel reserves to be inadequate, the pilot shall inform ATC of the circumstances, and, if unable to obtain a satisfactory altitude or routing, alter destination accordingly.

4.6.6 Weight and Balance Control

4.6.6.1 Requirements. Requirements for aircraft weight and balance control are contained in the current NA-01-1B-40 weight and balance data and N0-01-1B-50 USN aircraft weight and balance control manuals. Maximum operating weights, restrictions, and center-of-gravity limitations are delineated in the applicable NATOPS manual.

4.6.6.2 Responsibility. With the exception of aircraft to be ferried, the responsibility for ensuring safe loading of Class 1A, 1B, and Class II aircraft is assigned to reporting custodians. The responsibility for safe loading of aircraft to be ferried rests with the activity preparing the aircraft for ferry movement.

4.6.6.3 Filing. By the signature on the DD-175, the pilot in command certifies that aircraft weight and center of gravity will be within safe limits at time of takeoff and remain so for the duration of the flight. Additionally, the pilot in command certifies that:

- a. A completed weight and balance clearance form (DD 365-4) presented with the DD-175 represents the actual aircraft loading.
- b. A completed DD 365-4 representing the actual aircraft loading is on file at the aircrafts home base.

4.6.6.4 Records. DD 365-4 originals shall be retained for a period of 3 months.

4.7 CLOSING OF FLIGHT PLAN

It is the responsibility of the pilot in command/formation leader to ensure that the proper agency is notified of flight termination.

4.7.1 Military Installations. At military installations, the pilot either shall verbally confirm the closing of the flight plan with tower or base operations personnel or deliver a copy of the flight plan form to base operations.

4.7.2 Nonmilitary Installations. At nonmilitary installations, the pilot shall close the flight plan with flight service through any means of communication available. Collect, long-distance telephone service may be used if required. When appropriate communication links are known or suspected not to exist at the point of intended landing, a predicted landing time in lieu of the actual landing shall be reported to an appropriate aeronautical facility while airborne.

Note

Cancellation of an instrument flight plan does not meet the requirement for closing out the flight plan. When a landing report has been properly delivered, the flight plan will be considered closed out.